



HEALTH & HUMAN SERVICES
DATA CENTER
HHSDC Training Center
9323 Tech Center Drive, Ste. 100
Sacramento, CA 95826
(916) 739-7502
FAX: (916) 739-7779
TDD: (916) 454-7226



Information Technology Project Management Certificate Program (formerly Software Project Management Certificate Program)

The Program

The program consists of nine modules covering the essential skills and knowledge needed successfully to manage large information technology projects in the State of California. The project management modules are designed and presented by Lynne Nix, PMP, of Knowledge Structures, Inc. Lynne also presents the popular courses *Applied Project Management* and *Conducting a Feasibility Study* at HHSDC. All program sessions will take place at the HHSDC Training Center in Sacramento.

Who Should Attend

This program is designed for managers and lead analysts who will be participating in information technology projects as project managers or leads.

Attendance Policy

Attendance is mandatory in all class modules in order to receive a certificate. If students miss a class, they may attend a future program session to make up the missed class. Certificates will be issued upon completion of the full program.

Prerequisites

Participants should have significant experience in managing or participating in a lead capacity in information technology projects. Additionally, knowledge of software development techniques, quality assurance practices, and configuration management are recommended but not required.

PMPs Earn PDUs

If you are a Project Management Institute© **Project Management Professional**, you will earn **119 Professional Development Units** towards your Continuing Certification Requirements.

Tuition

Tuition for this program in FY 2004/2005 is \$3,500.00 per student.

Program Schedule

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<i>IT Project Management Certificate Program Overview</i>	April 4, 2005
<i>Implementing Strategic Plans</i>	April 5-6, 2005
<i>Effective Presentations</i>	April 13-14, 2005
<i>Meeting Management and Group Facilitation</i>	April 28-29, 2005
<i>Conducting a Feasibility Study</i>	May 5-6, 2005
<i>Working with Strategic Business Partners</i>	May 26-27, 2005
<i>Microsoft Project Advanced</i>	June 6, 2005
<i>Project Initiation and Planning</i>	June 13-15, 2005
<i>Project Performance Assessment and Closure</i>	June 27-28, 2005

Class Overview

The program consists of 17 days of training in nine modules covering the following subject matter areas:

Program Overview develops awareness and understanding of the critical success factors needed to plan and manage information technology projects within the State of California. *Presented by Knowledge Structures, Inc.*

Implementing Strategic Plans presents and reinforces the skills and abilities necessary for an organization to drive their Information Technology development based on the organization's strategic goals and business needs. *Presented by Knowledge Structures, Inc.*

Effective Presentations is for prospective project managers and team leaders who need to learn the techniques for making effective oral presentations. This two-day course allows you to practice techniques, receive special coaching, and deliver two presentations in a supportive and encouraging environment. *Presented by State Training Center*

Meeting Management and Group Facilitation provides participants with the necessary skills and experience to plan and facilitate group activities with special emphasis on Information Technology projects. *Presented by Knowledge Structures, Inc.*

Conducting a Feasibility Study introduces participants to the processes necessary for conducting an efficient and effective Feasibility Study for information technology projects within the State of California. *Presented by Knowledge Structures, Inc.*

Working with Strategic Business Partners discusses how to engage and set expectations when working with vendors. *Presented by Knowledge Structures, Inc.*

Project Initiation and Project Planning discusses the pre-planning project work essential to establishing a foundation for the project's success, and ensures that the Project Manager and Project Leads understand what needs to be done in order to complete the project successfully and the timeframes required for completion. *Presented by Knowledge Structures, Inc.*

Microsoft Project Advanced will teach participants to apply what they know about real world project management to a popular tracking tool - Microsoft Project. They will leave the classroom with an advanced understanding of reporting, master projects, resource allocation and workgroup features. *Presented by Knowledge Structures, Inc.*

Project Performance Assessment and Project Closure identifies the progress information and metrics needed to keep project work aligned with the original baseline plans, and the activities essential at the end of the project to resolve open project issues and ensure smooth closure of the project. *Presented by Knowledge Structures, Inc.*

Registration Instructions

To attend this program you will need to obtain an executive nomination from your department and submit a completed application form to the HHSDC Training Center. The principle instructor, Lynne Nix, will review all applications and determine eligibility based on suitable experience for the program. The HHSDC Training Center will notify you regarding your acceptance into the program.

Completed applications should be submitted no later than March 11, 2005

Application For Information Technology Project Management Certificate Program

Applicant _____

Job Title _____

Phone _____

FAX _____

E-Mail Address _____

Department _____

Office Address _____

Training Coordinator _____ Phone _____

Management Sponsor Name _____

Sponsor Phone _____

Sponsor FAX _____

Background

Please provide the following information on attached pages for each project you have been involved in as a Project Lead or Project Manager during the past three years, not to exceed three projects.

- Brief Description of Project
- Beginning and ending dates of your involvement with the project

- Contact person for each project
- Brief Description of your role and activities on the project

Project Description

Beginning and Ending Dates of Your Involvement:

From: ____/____/____ To: ____/____/____

Contact Person for this Project:

Name _____ Phone _____

Your Role and Activities on this Project

***Please fax completed application by March 11, 2005 to Susie Shoemaker at
(916) 739-7779***